

Admissions Policy

Definition of Terms

Assessment is the process of gathering a range of evidence and forming a judgement as to whether a learner has achieved a specified level of competence in clearly identified learning outcomes or standards in a module of study.

Academic Credit Accumulation refers to the process of achieving credits over time in relation to a programme of study.

Credit refers to the measure of the volume of learning required for a qualification and not academic years of study; quantified as the number of notional hours required for achieving the learning outcomes for the qualification. 10 notional study hours is equivalent to one credit.

Rules of Progression identifies the parameters governing progression through a programme of study.

Articulation refers to the parameters governing the progression from one programme of study to another programme of study.

Credit Accumulation and Transfer (CAT) is the process whereby credits obtained at one institution may be recognised by another, or the same, as meeting part of the requirements for a qualification

Recognition of Prior Learning (RPL) is the process that gives due recognition to the life-long learning of an individual gained through formal and/or informal training, work experience, general life experience, or through any combination of the above.

Qualification is the formal recognition and certification of learning achievement awarded by an accredited institution.

Programme is a purposeful and structured set of learning experiences that leads to a qualification. Multiple programmes can lead to one qualification.

Transcript is a document issued by an institution to provide a descriptive record of the learning a student has achieved at that institution, whether or not a qualification has been awarded.

Linked Policies:

1. Admissions Protocol Policy
2. Assessment Policy
3. Class Attendance Policy
4. Credit Accumulation and Transfer (CAT) and Recognition of Prior Learning (RPL) Policy
5. Student Code of Conduct and Wellness Policy

Academic Programme Rules

Unless otherwise permitted, students will be required to successfully complete a programme in the specified minimum and maximum periods for a particular programme as indicated in the table below:

Programme	Minimum Period	Maximum Period
Higher Certificate in Counselling and Communication Skills (Contact and Distance)	1 year	3 years
Advanced Certificate in Counselling and Communication Skills (Contact only)	1 year	3 years
Diploma in Counselling and Communication Skills (Contact and Distance)	2 years	5 years
Bachelor of Applied Social Science (BAppSocSci) (Contact and Distance)	3 years	7 years
Bachelor of Psychology (BPsych) (Contact only)	4 years	5 years
Bachelor of Social Work (BSW) (Contact only)	4 years	6 years
Postgraduate Diploma in Coaching (Contact only)	18 months	3 years
Bachelor of Social Science Honours in Psychology (Contact and Distance)	1 year	3 years
Bachelor of Social Science Honours in Human Resource Management (Contact and Distance)	1 year	3 years
Master of Social Science in Community Mental Health Promotion (Contact only)	2 years	4 years

Admission

The admissions process for both contact and distance programmes starts with meeting the entry requirements for the qualification concerned.

The minimum entry requirements for SACAP academic programmes are as follows:

Higher Certificate in Counselling and Communication Skills (NQF 5)

Minimum Entrance Requirements:

- A National Senior Certificate or National Certificate (Vocational) with a minimum of 45% in English, or equivalent school-leaving qualification.

Or

- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with a minimum of 45% in English, or an equivalent school leaving certificate.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Advanced Certificate in Counselling and Communication Skills (NQF 6)

Minimum Entrance Requirements:

- A Higher Certificate or equivalent NQF level 5 qualification in an appropriate field of study.
- Or
- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Diploma in Counselling and Communication Skills (NQF 6)

Minimum Entrance Requirements:

- A National Senior Certificate or National Certificate (Vocational) with a minimum of 45% in English coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four designated subjects (including Life Orientation), or equivalent school-leaving qualification.
- Or
- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with English passed at Standard Grade or better, or an equivalent school-leaving certificate.
- Or
- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, or Advanced Certificate in a cognate field.
- Or
- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Applied Social Science (BAppSocSci) (NQF 7)

Minimum Entrance Requirements:

- A National Senior Certificate or National Certificate (Vocational) with an achievement rating of 4 (Adequate Achievement 50-59%) or better in four designated subjects (including Life Orientation).
- Or
- A Senior Certificate (pre-2008) with Endorsement with English passed at Standard Grade or better, or an equivalent school-leaving certificate.

Or

- A Higher Certificate (NQF level 5), SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Psychology (BPsych) (NQF 8)

This is a four-year professional programme that is registered with the Health Professions Council of South Africa (HPCSA), and as such all applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements. Acceptance into this programme is limited to maximum 20 students per approved campus per academic year.

Minimum Entrance Requirements:

- A National Senior Certificate or National Certificate (Vocational) with an achievement rating of 4 (Adequate Achievement 50-59%) or better in 6 designated subjects including Mathematics/Mathematical Literacy and English.

OR

- Senior Certificate (Pre- 2008) with Endorsement, with English and Mathematics/Maths Literacy passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

OR

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Social Work

This is a four-year professional programme that is registered with the South African Council for Social Service Professions (SACSSP), and as such all applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements. Acceptance into this programme is limited to maximum 20 students per campus per academic year.

Minimum Entrance Requirements:

- A National Senior Certificate, or the National Certificate (Vocational) or equivalent with appropriate subject combinations and levels of achievement as follows: an achievement rating of Level 4 (Adequate Achievement, 50 - 59%) or better in six designated subjects, and English should be at an achievement rating of Level 4 (Adequate Achievement, 50 – 59%).

OR

- A Senior Certificate (Pre- 2008) with Endorsement, with English and Mathematics/Maths Literacy passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

OR

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Postgraduate Diploma in Coaching (PGDC) (NQF 8)

All applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements. Acceptance into this programme is, therefore, not automatic.

Minimum Entrance Requirements:

- An appropriate Bachelor's degree (NQF level 7) or appropriate Advanced Diploma, or SAQA verified equivalent qualification. 5 years of post-qualification life and/or work experience is an advantage.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Social Science Honours in Psychology (NQF 8)

All applicants for this programme are required to undergo a screening and selection process.

Minimum Entrance Requirements:

- A minimum of an appropriate Bachelor's Degree (NQF level 7) or appropriate Advanced Diploma with a psychology major, having achieved a grade point average (GPA) of 65% and/or above in all psychology subjects undertaken in the final year (exit level) of study.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Social Science Honours in Psychology [BPsych Equivalent Programme]: The same minimum entrance requirements apply to applicants for this programme, however, as per the Health Professions Council of South Africa's requirements, the maximum number of applicants accepted into

this programme is limited to 15 students per approved campus, i.e. Cape Town, Johannesburg, and Pretoria campuses.

Bachelor of Social Science Honours in Human Resource Management (NQF 8)

All applicants for this programme are required to undergo a screening and selection process.

Minimum Entrance Requirements:

- A minimum of an undergraduate degree with a human resource management, industrial psychology, or organisational psychology major (NQF 7), having achieved a grade point average (GPA) of 65% and/or above in all human resource management-related subjects undertaken in the final year (exit level) of study.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

Master of Social Science Honours in Community Mental Health Promotion (NQF 9)

All applicants for this programme are required to undergo a screening and selection process. Acceptance into this programme is limited to a maximum of 20 students per campus per academic year.

Minimum Entrance Requirements:

- A relevant Bachelor Honours Degree (NQF level 8), relevant Postgraduate Diploma, or SAQA verified equivalent qualification in a recognised cognate field with a grade point average (GPA) of 65% or above.

Or

- Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating either by examination, research experience, publication, considerable relevant work experience in the field, or a record of appropriate training and/or development, that they have reached a level in the subject or a cognate subject, that is equivalent to the learning outcomes of an Honours Bachelor's degree/NQF 8 qualification. RPL applications for this programme are only considered for admission into the programme and not for advanced standing or module exemption.

Foreign Student and Foreign Qualification Admission Requirements

Non-South African citizens with foreign qualifications must have a valid study permit in order to be admitted into any qualification.

The study permit/visa must be valid in terms of both the time-period for the full duration of study, as well as the name of the learning institution. Additionally, foreign applicants must have their highest qualification assessed, verified and certified by SAQA for minimum entrance requirement comparison before they can be considered for admission into a SACAP qualification.

Rules of Progression

In order to progress through a programme students are required to complete the prescribed modules including all pre-requirements and co-requirements, assessments, and attendance requirements within the prescribed maximum period of study and students are required to have met any conditions associated with their initial registration.

Advanced Standing or Exemption for some modules in a qualification can only be achieved in terms of the prescribed rules for credit accumulation and transfer and/or recognition of prior learning.

A pass mark for a module is achieved by a weighted average of 50% being achieved.

To progress to a second year of study academically within a degree programme, students have to successfully complete a minimum of 70% of the credit value for a given year. The same proportion applies for each year of study.

Students cannot carry an incomplete fundamental and/or core module beyond one academic year.

Where a programme is more than one academic year (or equivalent for part-time students) students cannot continue into a final year of a given programme until they have completed all fundamental and/or core modules.

Students must have paid their fees in full for their prior academic year before they can be re-registered for their next academic year.

Rules of Articulation

The South African Higher Education Qualifications Sub-Framework (HEQSF) is designed to facilitate vertical, horizontal, and diagonal progression.

The point of entry in the target programme must be such that at least 120 credits are undertaken at the exit level (i.e. the final year of study).

A student who fails to complete the requirements for a qualification for which he/she is registered may not be awarded an early exit qualification. For example, a student who drops out of a degree programme after the first year may not be awarded a Higher Certificate in lieu of a Bachelor's degree.

Rules governing early exit from a programme are:

- Category A: Those students who have technically completed or about to complete the first year of a programme may not change their qualification to a lesser qualification.
- Category B: Those students who have just started or have yet to complete a qualification, i.e. where there is still significant work to be done for a lesser qualification, may change their qualification to a lesser qualification at the College's discretion.